

Local Policy Development

Support Materials

District and school administrators are encouraged to make decisions about implementing iCAP courses to positively affect the learning experience of students. Addressing these topics, can help you create local policies and procedures regarding:

[Access](#)

[Registration](#)

[Time and Location](#)

[Funding](#)

[Course Support](#)

Access

- Do students have access to iCAP courses otherwise available at the school?
- Can iCAP courses be used when a student's schedule prohibits enrollment in a local version of a course?
- Is an iCAP course an option when discipline or other problems make participating in a face-to-face course problematic, even when other options are available (such as taking the course at a later date, with another teacher, or at a nearby school)?
- Will iCAP courses be used for credit recovery only? For enrichment? For grade improvement? Or other reasons?

Registration

- Are students required to complete a local "application process"? The process may include:
 - Parental/guardian permissions
 - Teacher recommendations
 - Verification of minimum academic standing
 - A statement of commitment to the completion of the online course, in order to participate in an online course
- Who will approve the request: principal, counselor, iCAP point of contact, or some combination?

Time and Location

- Will you offer onsite orientations to help the students get started in their courses?
- Are students given a scheduled class period during or outside of the regular school day to complete online coursework and connect with their mentor?

- If students have a scheduled class period on campus:
 - Where will students take their course—computer lab, library, mentor’s classroom, etc—and who will supervise?
 - Will headphones be available for students to listen to audio components of their course?
 - Will the location support world language students who may have oral assignments to complete?

Funding

[HEA 20-30.16.5.b.3](#) states “A school corporation “may not deny enrollment of an eligible student under subdivision (3) if the eligible student agrees to pay the cost of tuition for the applicable course access program course.”

- How will the billing process be set up if parents agree to pay the cost of tuition of an iCAP course for their student?
- If the family pays, are refunds awarded to students for successful completions?
- If the school acquires books or other materials through the school corporation’s payment of an approved iCAP course, how will the materials be accounted for in the district’s materials inventory?

Course Support

- Have you given your iCAP support team the authority to make decisions regarding the:
 - Identification of potential online students
 - Selection of appropriate courses
 - Logistical support of online students
 - Execution and monitoring of the district’s online learning policies and procedures with the opportunity to provide feedback for possible adjustment
- How will you communicate the iCAP support team members' responsibilities to school staff (who does what and who to talk to when staff have questions)?
- Are you able to help accommodate iCAP support team members' roles in supporting online students by adding some flexibility to their schedules?
- Are you able to give iCAP mentors release time to work with students during the school day or compensate them for time spent on their iCAP duties outside of their normally contracted hours?